

RESIT/RETAKE POLICY (V3.1123)

Introduction

Some Apprentices will not pass End-point Assessment at the first attempt, they may therefore have the opportunity to re-sit/retake the assessment.

- Resit: A Re-sit is taken by the Apprentice without further training.
- Retake: A Retake is attempted after the Apprentice has received further training.

All associated documents referred to in this policy are highlighted in bold, italic and underlined.

Purpose & Scope

This policy outlines RTITB's approach to re-sits/retakes in the event that an Apprentice fails any assessment element(s).

Responsibility/Accountability

The Responsible Officer is accountable for monitoring the implementation and impact of this policy. The EPA Manager/Lead Assessor is responsible for implementing this policy.

Resit and Retake Arrangements

Re-sits/re-takes timeframes are determined by individual standard assessment plans. Up to date assessment plans can be found: [Apprenticeship search / Institute for Apprenticeships and Technical Education](#)

Details on actions to be taken in the event that an Apprentice fails an element of their EPA can be found in the relevant [**Information for Employers and Apprenticeship Training Providers**](#) document for the Standard.

Only failed elements can be re-attempted. Apprentices cannot re-sit or retake a passed element in order to improve a grade. Additionally, resitting or retaking a failed element will not improve the grade of any already passed elements.

The Employer and the Training Provider will, with the aid of feedback provided by RTITB, decide whether a resit or a retake in the failed element(s) is appropriate.

Resits/Retakes will be conducted by a different Assessor in order to avoid bias and pre-conceptions, ensure impartiality, and to maintain the integrity of the assessment.

Resit/Retake Fees

Full guidance on resit/retake fees can be found in the relevant ***Information for Employers and Apprenticeship Training Providers*** document for the Standard in question and in the providers ***EPA Contract*** with RTITB.

Special Consideration and Reasonable Adjustments

In the event that it is believed that extenuating circumstances impact an Apprentice's ability to effectively demonstrate their knowledge or ability, or take an assessment element, special consideration/ can be given/made, on a case-by-case basis.

Full guidance can be found in RTITB's EPA ***Special Consideration Policy and Procedure and Reasonable Adjustments Policy***.

This policy must be reviewed by the Responsible Officer no later than end of November 2024.